

SUFFOLK COUNTY BOARD OF ETHICS  
Minutes of Public Meeting Held on  
November 15, 2017  
In the Office of the Board of Ethics  
Sunrise Business Center, 3500 Sunrise Highway, Room 364  
Great River, New York 11739

Meeting: *Board Members present:* Linda Spahr, Richard Halverson, Dennis O' Doherty, Anthony Parlatore and Eric Kopp. *Staff present:* Samantha Segal, Phyllis Gagliardi, Mary Lynn Larson taking minutes.

Ascertainment of Quorum: The meeting was called to order at 9:30 a.m. by Chair, Linda Spahr. A roll call was conducted and a quorum was present.

Adoption of Agenda: A motion was made by Linda Spahr, seconded by Dennis O' Doherty, to adopt the agenda, as amended. Upon a vote being taken, motion was approved (5-0-0).

Adoption of Minutes: A motion was made by Linda Spahr, seconded by Dennis O' Doherty, to adopt the minutes of the October 18, 2017 and November 1, 2017 meetings. Upon a vote being taken, motion was approved (5-0-0).

Public Session: Linda Spahr opened Public Session. No members of the public were present and no written testimony was submitted. Linda Spahr closed Public Session.

Chair Report: None

Executive Director Report: Samantha Segal, Executive Director, reported and/or discussed the following:

- Training Notices for the 12/7/2017 Ethics Training Class and Newly Elected Officials' letters for the 1/18/2018 class were sent out; As of today, 11/15/17, 113 RSVP's, with seating of 150 seats available for the 12/7/2017 class;
- Ethics Code Booklet Distribution: Legal Counsel Department at the Police Department re: new employees and Department Heads re: Code of Ethics Booklets to their vendors along with addendum for general contractors with standard exhibits and attachments; Board Directed Administrative Letter to the County Executive, Comptroller, Procurement, District Attorney, Legislature; County Clerk; and District Attorney Elect, District Attorney Elect
- Richard Halverson is approaching the end of his term with the Board of Ethics; Mr. Halverson's last meeting will be April 4, 2018; Correspondence to appointing authority Board Member position will be open on the Suffolk County Board of Ethics and in considering this appointment
- Ingerman Smith, LLP: Board directed 1 year General Counsel extension contract per current contract
- Town of Huntington news article stated that Financial Disclosure Filers' letters with an extension time were sent out; Suffolk County Board of Ethics sent letters to 2 individuals who did not file their Financial Disclosure Statements;
- Forfeiture and Assets: Per Board directive, U.S. Attorney's office contacted SCBE; Re: Public record review protocols;
- FOIL – Samantha Segal was directed by the Board to request a FOIL reflecting payroll records paid to DA's employees from forfeiture funds:
  1. Records reflecting bonus and/or payroll payments made from or reimbursed from forfeiture funds to all Suffolk County District Attorney employees from January 2012 to present including payee names and payment amounts;

2. Backup written documentation authorizing payment of such bonus/payroll payments, including creation of any special accounts and transfer of moneys between accounts in furtherance of such payments

Executive Session: A motion was made by Eric Kopp, seconded by Richard Halverson, to go into Executive Session for the purpose of discussing confidential matters pertaining to Counsel Updates, one Advisory Opinion and six Financial Disclosure Statements in accordance with the Suffolk County Administrative Code §A30-8 and the New York State Open Meetings Law. Upon a vote being taken, motion was approved (5-0-0).

During Executive Session:

- A motion was made to approve standing of Advisory Opinion Request No. AO-2017-15. Approved (5-0-0).
- Candidate Filing Updates: have not received FDS filings from 2 candidates as of this date; letter to be sent to these candidates notifying them of Board's right to commence Notice of Violation's for non-filers;
- Counsel Update

At 10:32 a.m. a motion was made by Eric Kopp, seconded by Linda Spahr, to close Executive Session. Upon a vote being taken, motion was approved (5-0-0).

New Business: None.

The next meeting of the Board will be held 12/5/17 at 9:30 a.m.

There being no further business, a motion was made by Anthony Parlatore, seconded by Linda Spahr to adjourn the meeting. Upon a vote being taken, motion was approved (5-0-0)